



Arnold A. Schwarzenegger– Governor  
Dale E. Bonner, Secretary, Business, Transportation & Housing Agency  
Jeff Davi, Real Estate Commissioner

**DEPARTMENT OF REAL ESTATE**  
***Equal Opportunity Employer***  
**Job Opportunity**

**Deputy Commissioner**  
**Sacramento - Permanent, Full-time**

The Department of Real Estate has an opening for a Deputy Commissioner. The position is located in Sacramento Executive Office. The position is located at 2201 Broadway in downtown Sacramento.

**Duties of the position include:**

- Assist in the drafting of bill analyses.
- Research legislative bill histories.
- Track legislative bills.
- Prepare synopsis of bills for executive staff.
- Assist in special projects involving legislation.
- Assist in reviewing laws, regulations and policies and procedures and recommend improvements.
- Solicits staff for legislative proposals and assist in drafting of legislation.
- Assist in the shepherding Department sponsored bills through the legislature.
- Prepare background papers on Department sponsored legislation.
- Assist the Public Information Officer in the preparation of publications, press releases, public service announcements, editorials, coordinating news events and interviews, and provides a point of contact with the press and public for public information.
- Assist the Mortgage Lending unit with duty calls, review mortgage loan advertising, and advance fee contract review on an as needed basis.
- General staff work, directly and indirectly through staff, prepares issue papers, works on special projects and studies at the request of the Commissioner and Chief Deputy Commissioner.
- Other duties as assigned.

**Required qualifications:**

- Ability to write comprehensive reports.
- Ability to cultivate effective working relationships with individuals in all levels of government and the public sector.
- Ability to multi-task and be able to work under pressure.
- Flexibility, patience and tact.

**Salary Range:**

Range A \$2969 – \$3378      Range C \$3862 - \$4655  
Range B \$3459 - \$3970      Range D \$4243 - \$5108

**Who may apply:** Current State employees at the Deputy Commissioner level, individuals with Deputy Commissioner list eligibility, or State employees transferable to the class. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus on your application and include a copy of your notice. Note: You must indicate RPA #08-071 on your application for it to be considered.**

**Submit Applications to:**

Department of Real Estate - Human Resources  
P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0802

**For information on the position contact:**

Tom Pool, Assistant Commissioner  
(916) 227-0772

**California Relay Service:** 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

**Final Filing Date: Until Filled**

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>  
**Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above final file date.**

Applicants will be screened using Required/Desirable Qualifications and those most qualified will be contacted for an interview.